

## IF NEIGHBORS, COMMUNITY ORGANIZATIONS or GOVERNMENT CALLS

They are not here to make your life miserable.

If they call you TRUST that there is a problem AND that you must HELP THEM SOLVE IT.

If you are responsive to neighborhood concerns you are less likely to be their target for organizing.

## STUDENT HOUSING

First time renters should have a co-signer.

NO SUBLEASING without the written permission of the owner.

Tenant may not UNDULY DISTURB THE NEIGHBORS. Educate them about the Milwaukee Noise Ordinance.

ONLY THOSE ON THE RENTAL AGREEMENT MAY OCCUPY. THE 14 DAY GUEST POLICY IN A CALENDAR YEAR WILL BE ENFORCED.

A TENANT IS RESPONSIBLE FOR THE ACTIVITIES OF THEIR GUESTS

NO MORE THAN 3 UNRELATED ADULTS MAY OCCUPY A UNIT. (Unless you have a rooming house license from the City of Milwaukee)

Provide brochures to tenants provided by the City of Milwaukee Department of Neighborhood Services on Noise Ordinances, Chronic Nuisances, Smoke Detectors, and the UWM brochure on being a tenant in the UWM area, etc.



## SOURCES OF USEFUL HOUSING & PROPERTY INFORMATION

For ownership and contact information for all property in the City of Milwaukee, go to the City of Milwaukee Web site: [www.milwaukee.gov](http://www.milwaukee.gov) or call 286-2268.

Enroll in the Free Landlord Training Class from DNS by calling 286-2954.

Have a problem with garbage carts or bulky item pick up requests? Call DPW-Sanitation hotline at 286-8282 for disposal answers.

Have a complaint about a problem property or a nuisance condition? Call DNS at 286-2268.

If someone abandons a vehicle on your property without permission, the property owner should call the DPW tow desk at 286-8350. The City will remove it...FREE!

### CITY OF MILWAUKEE PRIMARY AGENCIES

Dept. of Neighborhood Services-DNS  
286-2268

Department of Public Works-DPW  
286-8282 <http://dpwworks.mpw.net>

Development Center-DCD  
286-8211

Police Department-MPD  
933-4444

Health Department-MHD  
286-3674

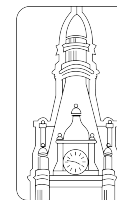
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Department of  
Neighborhood Services  
841 N. Broadway Room 105  
Milwaukee Wi. 53202  
(414) 286-2268



## **RECOMMENDED PROPERTY MANAGEMENT PRACTICES**

**ENDORSED BY BUILDING  
OWNERS AND MANAGERS  
ASSOCIATION, INSTITUTE FOR  
REAL ESTATE MANAGEMENT,  
ACCREDITED RESIDENTIAL  
MANAGEMENT, APARTMENT  
ASSOCIATION OF SOUTH EASTERN  
WISCONSIN, THE CITY OF  
MILWAUKEE DEPARTMENT OF  
NEIGHBORHOOD SERVICES AND  
MILWAUKEE POLICE DEPARTMENT**



City of  
Milwaukee

Department of  
Neighborhood Services

## THINK WIN-WIN

Good property management practices benefit the property owner, the neighborhood and reduces the cost of City services. The following is a very short outline of recommended professional property management practices. A free five-hour class called "Landlord Training" covers these issues in greater detail. Call (414) 286-2954 to sign up. If you took the class more than three years ago, come back and learn about some updated laws and information.

## PREPARING THE PROPERTY BEFORE RENTING



Keep the property up to code (make repairs before being cited by the code enforcement inspectors.) Make your property appealing to good applicants.

Have a security survey completed by the Milwaukee Police Department Community Liaison officer at your local district station. Ask them to alert you to any problems or other concerns. Get to know that officer.

Exchange names and telephone numbers with the neighbors of your rental property. Ask them to alert you if there are problems or other issues that you should be aware of.

New tenants? Did you call Sanitation for a special pick-up of discarded items from previous tenant? Call 286-8282 for details.

## SCREEN ALL APPLICANTS

Use a written screening criteria document for all applicants. Give a complete copy of that document to all the adult applicants including husband and wife. Every blank must be filled in.



Conduct the following checks and investigations:

- Run credit checks on all finalists.
- Run criminal background checks on all finalists.
- Verify rental history for the past 3 years.
- Obtain references from at least the present and one previous rental property owner.
- Verify source and amount of legal income.
- Independently identify past rental property owners.
- Require two pieces of identification - one must be a photo id from each applicant.

## RENTAL AGREEMENTS

You have a right as well as a responsibility to know who is living in your rental unit.



All rental agreements SHOULD be in WRITING. (NO ORAL AGREEMENTS!) All rental agreements should include:

All adults shall sign the rental agreement.

Only those listed on the rental agreement may occupy, including children.

No subleasing without written approval of the owner.

14 day (cumulative) guest policy in a calendar year.

No more than 3 unrelated adults (a city ordinance or seek a rooming house license.)

Prohibit all illegal activity. No drug activity (state law.)

Tenants shall not unduly disturb the neighbors (a city ordinance and state law).

Provide all tenants with a copy of "Landlord Tenant Law the Wisconsin Way" or ACTP 134 and get a written acknowledgment.

Establish who is responsible for the following:

Mowing the grass, shoveling the snow, recycling, returning the garbage carts, picking up litter, minor repairs, etc.

## ENFORCE THE RENTAL AGREEMENT!

Strictly enforce the rental provisions. Be firm and fair to all! Being fair is good sense and good business.

## ONGOING MANAGEMENT

Property Condition Inspection Form shall be completed with the new tenant on the first day of tenancy.



Repeat that inspection again on the 7th day.

Set a regular schedule to inspect your property and stick to it. Do all units annually.

Give 12-hour notice to tenant before inspection and announce your entry into unit if tenant is not home or appears not to be home.

Participate in block club or other community organization if applicable.

Take advantage of continuing educational activities for rental property owners.

Join a local rental property owner or property management group such as a landlord compact.

Periodically ask the tenant if everything is working. It is best to find any trouble early.